

# **Army Abbreviations, Brevity Codes, and Acronyms (ABCA) On-Line Users Manual**



**August 2004  
Department of the Army  
Component Programs Branch  
US Army Records Management and Declassification  
Agency (USARMDA)**

**Army Abbreviations, Brevity Codes, and Acronyms (ABCA)  
On-Line Users Manual**

Welcome to the US Army Records Management and Declassification Agency's Army abbreviations, brevity codes, and acronyms on-line web site. This database contains abbreviations, brevity codes, and acronyms authorized for Army use. There is no distinction, either in this database or on this web site, between an abbreviation, brevity code, or acronym. This database was designed to provide appropriate abbreviations, brevity codes, and acronyms for Army's use in lieu of distinguishing whether the meaning/description is an abbreviation, brevity code, or acronym.

You may search for an ABCA by using one of the following search methods/criteria; and, where appropriate, submit changes, additions and deletions. When requesting a submission of a new ABCA, a change or a deletion, you will be asked to provide your name, email address, and phone number.

To begin a search, select a search option from the drop down menu in Section A.

**Exact Abbreviation, Brevity Code, or Acronym** – To find the exact meaning/description, enter your search criteria in Section B (example: USTRANSCOM, SAM, or TOW) and click the **Search** button. Click the **Restart Search** button to start over with a new search, or if modifying the current search criteria.

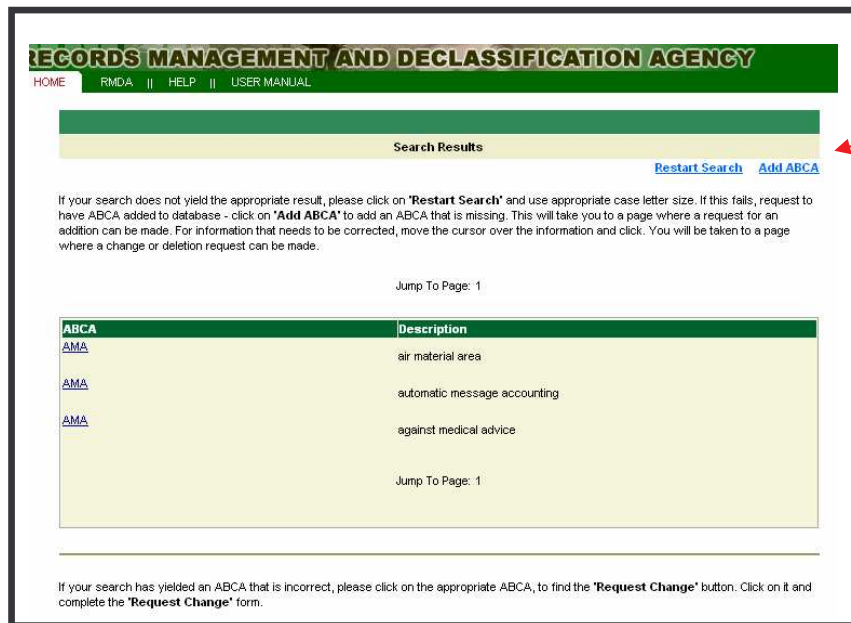
The screenshot shows the web interface for the US Army Abbreviations, Brevity Codes, and Acronyms (ABCA) database. The header is green with white text: "US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)" and "RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY". Below the header is a navigation bar with links: "HOME", "RMDA", "HELP", and "USER MANUAL". The main content area has a yellow banner that reads "Records Management Division - Component Programs Branch". Below this, a message states: "Please select a search option from the drop down list in Section A. Enter your search criteria in Section B and then click on the 'Search' button. Click on 'Restart Search' button to start over with a new search." The interface is divided into two sections. Section A, "Section A: Search Option Selection", contains a dropdown menu labeled "Select an Option" with a list of search criteria: "exact Abbreviation, Brevity Code, or Acronym", "exact Abbreviation, Brevity Code, or Acronym", "acronym begins with", "acronym (wild card)", and "reverse lookup (keywords)". Section B, "Section B: Search Criteria", contains a text input field labeled "Enter Search Criteria". At the bottom of the form are two buttons: "Search" and "Restart Search".

**Acronym begins with** - To find all meanings/descriptions beginning with a text string, use the **acronym begins with** search. If you use the drop down list to select the **acronym begins with** option, the search uses a wildcard character at the end of the ABCA you type, so entering "USA" will return all ABCAs beginning with USA – USAARC, USAARMC, USAARMS, USAASA, etc.

**Acronym wild card** - To find meanings/descriptions containing the search string, use the drop down option list to select the **acronym (wildcard)** option. A search for USA using this option will return meanings/descriptions for USA, AUSA, DUSA, EUSA, HQUSACE, etc.

**Reverse Lookup (keywords)** - To find words/phrases, use the **reverse lookup (keywords)** option then type in a phrase or list of words. This will return a list of all ABCAs containing the words or phrases you entered.

The **Search Results** page displays the ABCA(s) and description(s) currently in the database.



**RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY**

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**Search Results**

[Restart Search](#) [Add ABCA](#)

If your search does not yield the appropriate result, please click on **'Restart Search'** and use appropriate case letter size. If this fails, request to have ABCA added to database - click on **'Add ABCA'** to add an ABCA that is missing. This will take you to a page where a request for an addition can be made. For information that needs to be corrected, move the cursor over the information and click. You will be taken to a page where a change or deletion request can be made.

Jump To Page: 1

ABCA	Description
<a href="#">AMA</a>	air material area
<a href="#">AMA</a>	automatic message accounting
<a href="#">AMA</a>	against medical advice

Jump To Page: 1

If your search has yielded an ABCA that is incorrect, please click on the appropriate ABCA, to find the **'Request Change'** button. Click on it and complete the **'Request Change'** form.

To add an **ABCA** that is not listed, click the **Add ABCA** button located at the upper right portion of the search results page. This will take you to a page where a request for an addition can be made.

Enter the requested information (i.e., ABCA, the description, prescribing directive) in Section A, the prescribing directive information in Section B and the Requester's information in Section C. The **requester** is the person adding the ABCA. If the ABCA administrator has a question concerning the submitted data, the requester will be contacted for clarification.

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**Add Information**

Please enter the abbreviation information and click on the "Continue" button.

**Section A: Abbreviation, Brevity Code, or Acronym Information \* Indicates a Required Field**

ABCA\*

Description\*

**Section B: Prescribing Directive Information \* Indicates a Required Field**

Prescribing Directive\*

Directive Number\*

Directive Date

Remarks\*

**Section C: Requester Information \* Indicates a Required Field**

Requester Name\*

Agency Name\*

Business Telephone Number\*

DSH

Email Address\*

If you are satisfied the information is correct, click the "Continue" button below. You will have another chance to verify that the information is complete and correct before the information is transmitted to RMDA. If you do not want to add this address information, click the "Cancel" button below.

After entering the data and you are satisfied that the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to add the ABCA click the **Cancel** button.

The **Add Information-Verification** page contains a summary of the information you have provided. Review this information carefully to ensure its accuracy. To make changes, click the **Modify** button below. If the information is correct and you wish to continue, click the **Submit** button to have your request transmitted and processed by RMDA.

**US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)**  
**RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY**

HOME RMDA || HELP || USER MANUAL

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**Add Information - Verification**

This page contains a summary of the information that you have provided. Please review this information carefully to make sure that it is accurate. If you wish to make any changes, please click on the **Modify** button below. If the information shown is correct and you wish to continue please click on the **Submit** button below.

**Section A: Abbreviation, Brevity Code, or Acronym Information**

ABCA	AMA
Description	automatic message adaptor

**Section B: Prescribing Directive Information**

Prescribing Directive	AR
Directive Number	XX-XX
Directive Date	13 Jul 04
Remarks	New regulation/new acronym

**Section C: Requester Information**

Requester Name	Kelly Patrick
Agency Name	US Records Mgt & Declassification Agency
Business Telephone Number	(123) 456 - 7890
DSN	123 - 4567
Email Address	kelly.patrick@abc.army.mil

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Please note that once you click on the **Submit** button, you will NOT be able to change this information by clicking on the **Back** button on your screen.

Please note that once you click on the **Submit** button, you will **NOT** be able to change this information by clicking the **Back** button in your browser.

To make a **change** to an ABCA, move the curser over the information and click. You will be taken to a page where a request for a change or a deletion can be made.

The screenshot shows the 'US Army Abbreviations, Brevity Codes, and Acronyms (ABCA) RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY' website. The navigation bar includes 'HOME', 'RMDA', 'HELP', and 'USER MANUAL'. The main heading is 'Search Results'. Below it, there are links for 'Restart Search' and 'Add ABCA'. A paragraph explains that if a search does not yield the appropriate result, users should click on 'Restart Search' and use appropriate case letter size. If it fails, they should request to have an ABCA added to the database by clicking on 'Add ABCA'. For information that needs to be corrected, users should move the cursor over the information and click. A table with two columns, 'ABCA' and 'Description', lists three items: 'AMA' (air material area), 'AMA' (automatic message accounting), and 'AMA' (against medical advice). Below the table, there is a 'Jump To Page: 1' link. At the bottom, a note states that if a search has yielded an incorrect ABCA, users should click on the appropriate ABCA to find the 'Request Change' button and complete the 'Request Change' form.

ABCA	Description
<a href="#">AMA</a>	air material area
<a href="#">AMA</a>	automatic message accounting
<a href="#">AMA</a>	against medical advice

The **View Information** page displays the data currently in the system. You may choose to change or delete a record by clicking on the **Request change** or **Request Delete** hyperlinks.

The screenshot shows the 'US Army Abbreviations, Brevity Codes, and Acronyms (ABCA) RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY' website. The navigation bar includes 'HOME', 'RMDA', 'HELP', and 'USER MANUAL'. The main heading is 'View Information'. Below it, a paragraph explains that this page displays the data currently in the database and that if any information is incorrect, users should select the 'Request Change' button located at the bottom of the page. A table with two columns, 'ABCA' and 'Description', lists one item: 'AMA' (automatic message accounting). Below the table, there are three links: 'Back to Search Results', 'Request Change', and 'Request Delete'. Two red arrows point from the right side of the image to the 'Request Change' and 'Request Delete' links. At the bottom, there is a footer with links to 'Home', 'Records Keeping Branch Main Page', 'Links', 'Records Management and Declassification Agency', 'The Adjutant General', 'PERSCOM', 'Army Home Page', 'Contact Us', 'Privacy & Security Notice', 'About ARIMS', and 'DoD Web Policy'.

ABCA	Description
AMA	automatic message accounting

Section A of the **Change Information** page is pre-filled for your convenience. Modify all information that is incorrect and click the **Continue** button.

**RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY**  
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**Change Information**  
This page displays the ABCA Terms currently in the database. Fields in 'Section A' are pre-filled for your convenience. Modify all information that is incorrect and click the 'Continue' button.

**Section A: Abbreviation, Brevity Code, or Acronym Information \* Indicates a Required Field**  
**ABCA\***   
**Description\***

**Section B: Prescribing Directive Information \* Indicates a Required Field**  
**Prescribing Directive\***   
**Directive Number\***   
**Directive Date**   
**Remarks\***

**Section C: Requester Information \* Indicates a Required Field**  
**Requester Name\***   
**Agency Name\***   
**Business Telephone Number\*** (  )  -   
**DSN**  -   
**Email Address\***

If you are satisfied the information is correct, click the 'Continue' button below. You will have another chance to verify that the information is complete and correct before the information is transmitted to RMDA. If you do not want to change the information, click the 'Cancel' button below.

If you are satisfied the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to add the ABCA, click the **Cancel** button.



The **Change Information –Verification** page contains a summary of the information you have provided. Review this information carefully to ensure its accuracy. To make changes, click the **Modify** button. If the information is correct and you wish to continue, click on the **Submit** button to have this request transmitted and processed by RMDA.

US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)

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Change Information - Verification

This page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button below. If the information shown is correct and you wish to continue, click the **Submit** button below to have this request transmitted and processed by RMDA.

Section A: Abbreviation, Brevity Code, or Acronym Information

ABCA	AMA
Description	automatic message accounting

Section B: Prescribing Directive Information

Prescribing Directive	AR
Directive Number	XX-XX
Directive Date	13 Jul 04
Remarks	new regulation/new acronym

Section C: Requester Information

Requester Name	Kelly Patrick
Agency Name	US Records Mgt & Declassification Agency
Business Telephone Number	(123) 456 - 7890
DSN	123 - 4567
Email Address	kelly.patrick@abc.army.mil

Please note that once you click on the **Submit** button, you will NOT be able to change this information by clicking on the **Back** button on your screen.

Modify

Submit

Please note that once you click on the **Submit** button, you will **NOT** be able to change this information by clicking the **Back** button in your browser.

To delete an ABCA, move the curser over the information and click. You will be taken to a page where a request for change or a deletion can be made.

The screenshot shows the 'Search Results' page of the US Army Abbreviations, Brevity Codes, and Acronyms (ABCA) system. The page has a green header with the title and navigation links (HOME, RMDA, HELP, USER MANUAL). Below the header is a yellow bar with the text 'Search Results'. To the right of this bar are two links: 'Restart Search' and 'Add ABCA'. A paragraph of text explains the search process and provides instructions on how to request a change or deletion. Below this text is a table with two columns: 'ABCA' and 'Description'. The table contains three rows of data. At the bottom of the table is a 'Jump To Page: 1' link. Below the table is another paragraph of text explaining the 'Request Change' button.

ABCA	Description
<a href="#">AMA</a>	air material area
<a href="#">AMA</a>	automatic message accounting
<a href="#">AMA</a>	against medical advice

The **View Information** page displays the data currently in the system. You may choose to change or delete a record by clicking the **Request Change** or **Request Delete** hyperlinks.

The screenshot shows the 'View Information' page of the US Army Abbreviations, Brevity Codes, and Acronyms (ABCA) system. The page has a green header with the title and navigation links (HOME, RMDA, HELP, USER MANUAL). Below the header is a yellow bar with the text 'View Information'. A paragraph of text explains the purpose of the page and provides instructions on how to request a change or deletion. Below this text is a table with two columns: 'Abbreviation, Brevity Code, or Acronym Information' and 'Description'. The table contains one row of data. At the bottom of the table are three links: 'Back to Search Results', 'Request Change', and 'Request Delete'. Two red arrows point from the right side of the page to the 'Request Change' and 'Request Delete' links.

Abbreviation, Brevity Code, or Acronym Information	Description
ABCA AMA	automatic message accounting

The **Delete Information** page displays the data we currently have in the system. This information cannot be changed. Fill out the requester's information and click on the **Continue** button to have this record deleted.

US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)

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Delete Information

This page displays the data we currently have in our system. Please fill out your information, and click on the "Continue" button to have your request to delete this address processed.

Section A: Abbreviation, Brevity Code, or Acronym Information

ABCA

AMA

Description

automatic message accounting

Section B: Prescribing Directive Information \* Indicates a Required Field

Prescribing Directive\*

AR

Directive Number\*

xx-xx

Directive Date

13 Jul 61

Remarks\*

rescinded acronym

Section C: Requester Information \* Indicates a Required Field

Requester Name\*

Kelly Patrick

Agency Name\*

US Records Mgt & Declassification Agency

Business Telephone Number\*

( 123 ) 456 - 7690

DSN

123 - 4567

Email Address\*

kelly.patrick@abc.army.mil

If you are satisfied that the above information should be deleted, click the "Continue" button below. You will have another chance to verify that the information is complete and correct before the information is transmitted to RMDA. If you do not want to delete this address information, click the "Cancel" button below.

If you are satisfied the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to delete the ABCA, click the **Cancel** button.

The **Delete Information – Verification** page contains a summary of the information you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button. If the information shown is correct and you wish to continue, click on the **Submit** button to have this request transmitted and processed by RMDA.

US Army Abbreviations, Brevity Codes, and Acronyms (ABCA)

RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY

[HOME](#) [RMDA](#) [HELP](#) [USER MANUAL](#)

Delete Information - Verification

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Section A: Abbreviation, Brevity Code, or Acronym Information

ABCA	AMA
Description	automatic message accounting

Section B: Prescribing Directive Information

Prescribing Directive	AR
Directive Number	xx-xx
Directive Date	13 Jul 61
Remarks	rescinded acronym

Section C: Requester Information

Requester Name	Kelly Patrick
Agency Name	US Records Mgt & Declassification Agency
Business Telephone Number	(123) 456 - 7890
DSII	123 - 4567
Email Address	kelly.patrick@abc.army.mil

Please note that once you click on the **Submit** button, you will NOT be able to change this information by clicking on the **Back** button on your screen.

Modify

Submit

Please note that once you click on the **Submit** button, you will **NOT** be able to change this information by clicking the **BACK** button in your browser.

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